

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT

A work session was held at 5:00 pm. The School Board heard a presentation from Marci Horner at MGT. Ms. Horner presented the demographic study that was performed for the District. The study outlines the current enrollment trends and the projected enrollment trends based on birth rates and new residential construction.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening January 14, 2026, at 6:30 p.m. at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

Those in attendance at the meeting included Board President Tiffani Summers, Members Bryan Smith, Julie Taylor, Karen Cronin, Wade Hyde and Stephanie DeFilippis. Board Vice President Danielle Wright was excused from attendance. Also present were Superintendent Steven Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, Business Administrator Neil Stevens, District employees, representatives of the press and interested citizens.

President Summers welcomed those in attendance and conducted the business of the meeting. After the reverence, which was offered by Wade Hyde, Julie Taylor led the audience in the pledge of allegiance.

Recognitions

Jamie Kent, Public Information Officer, along with Catherine Allen, Special Education Director, recognized the employees of the Independent Life Skills Center (ILSC) and highlighted the purpose and activities of the ILSC. These students are in the special education program and are aged 18-22 years old. There are approximately 30 students in the program. The students at the ILSC are working towards acquiring life skills that will allow them to live independently. The students participate at job sites to gain valuable skills and progress towards a high school graduation.

Jaime Kent, Public Information Officer, shared that Shamra Shaffer from Bear River High School, Aubree Chase from McKinley Elementary and Jennifer Winward from Bear River Middle School were awarded the SEE award for their contributions in strengthening PLCs, expanding student connections, and elevating employee recognition.

Approval of Agenda

Bryan Smith made the motion to approve the agenda. Karen Cronin seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Bryan Smith – Yes
Tiffani Summers - Yes
Karen Cronin - Yes
Wade Hyde - Yes
Julie Taylor - Yes

Public Comment

There were no members of the public present to provide public comment.

First Public Comment on School Fees

Keith Mecham, Assistant Superintendent of Secondary Teaching and Learning, presented the proposed school fee schedule for the 2026-27 school year.

The proposed school fee schedule does not include any curricular school fees but does add a new fee for marching band of \$1,000 to allow the program to expand its participation.

There were no public comments presented about the proposed fee schedule.

Action Items

Karen Cronin motioned to move the action items until after the closed session to discuss the sale or lease of real property. Julie Taylor seconded the motion. The motion passed unanimously.

Declare Surplus Property

Julie Taylor motioned to declare Foothill Elementary as surplus property. Wade Hyde seconded the motion.

Karen Cronin stated, "Just to reiterate that other school districts have cautioned us to look at reusing some of our buildings before declaring them surplus because you can't grow land or buildings."

The motion passed 5-1.

Stephanie DeFilippis – Yes

Bryan Smith – Yes

Tiffani Summers - Yes

Karen Cronin - No

Wade Hyde - Yes

Julie Taylor – Yes

Approve the Superintendent, Business Administrator and Real Estate Agent to Engage in Negotiations Over Property Exchange

Julie Taylor motioned to approve the Superintendent, Business Administrator and Real Estate Agent to engage in negotiations over property exchange with Brigham City for the purposes of securing a new school site. Wade Hyde seconded the motion.

Karen Cronin clarified on the record that the negotiations should occur under the terms and conditions discussed in the closed session.

The motion passed unanimously.

Stephanie DeFilippis – Yes

Bryan Smith – Yes

Tiffani Summers - Yes

Karen Cronin - Yes

Wade Hyde - Yes

Julie Taylor - Yes

Information Items

Audit Report

Matt Geddes, Auditor with Squire and Co. presented the annual financial and compliance audit of the Box Elder School District for the 2024-25 school year. The auditor stated that there were no items of concern noted in the audit and the audited statements are presented fairly in all material respects. The District Foundation was part of the audit as well. There were no audit findings associated with the audit of the District Foundation.

Bryan Smith motioned to move the Lease Revenue Bond presentation to later in the agenda when the presenter arrives as the Board Meeting was ahead of schedule. Stephanie DeFilippis seconded the motion. The motion passed unanimously.

Stephanie DeFilippis – Yes

Bryan Smith – Yes

Tiffani Summers - Yes

Karen Cronin - Yes

Wade Hyde - Yes

Julie Taylor - Yes

Lease Revenue Bond

Ryan Bjerke, attorney from Chapman and Cutler, presented information on the lease revenue bond and the process that the District must adhere to prior to issuing bonds. There is currently a petition circulating in the community to require the lease revenue bond to be placed on the ballot. The deadline for the petition to be delivered to the District is January 16th. The District will place all actions of the lease revenue bond on hold until the petition matter is finalized.

BESD Foundation Report

Matt Nelson, President of the BESD Foundation, presented the annual report. The Foundation has funded many projects for students such as teacher funding requests, student health and wellness, and also STEM equipment for school classrooms. The Foundation is also putting funds aside to assist with the operation of teen centers in the high schools. The Foundation raised approximately \$70,000 through fundraising events and received approximately \$30,000 in grants.

Construction Update

Corey Thompson, Facilities Director, presented an update on the four planned construction projects.

He provided an update on the Box Elder High School expansion. The expansion will re-do the CTE area, add a new PE building with classrooms and add a 3-story addition to the front of the school. The anticipated cost is \$50 million. The Bear River High School will add a new PE building, new CTE space and a new 2-story addition to the north of the current school. The current cost estimate is \$58 million, but that is expected to come down as the design plans are finalized. There is a new elementary school planned in West Tremonton on the land that the District already owns. The anticipated cost is approximately \$38 million. There is also a planned expansion of Discovery Elementary. The estimated cost is \$12-13 million.

Video and Recruitment

Jaime Kent, Public Information Officer, and Coerina Fife, Executive Director of Human Resources, presented the video that will be used at teacher recruitment events. This video was recently

recorded, and it is hoped that this will result in recruitment of new teachers at the various career fairs that the District attends.

New Grading Policy Data from 1st Trimester, Comparing 2024 vs 2025

Keith Mecham presented the grading data from 1st trimester demonstrating the change in grades earned because of new grading policy. Overall students have received higher grades across the board.

Monthly Financial Report

Neil Stevens, Business Administrator, presented the monthly financial report as of December 2025. The District is working within its established budget and revenue is on target to be consistent with the Board approved budget.

Board Committee Reports

Stephanie DeFilippis commented on how important and effective the Policy Review Committee is to District operations. She commented that she appreciates the District Office staff and their efforts to assist with the policy review committee.

Student Board Member Report

Makayla Barton, Student Board Member, provided a report on the activities of the two high schools. Bear River and Box Elder are planning for the sweetheart's dance later this month. Bear River Drill Team will be traveling to the regional competition. The school will be organizing a spirit bus to transport students who want to support the Drill Team. There is a nominal cost for the students to travel on the spirit bus.

Keith Mecham noted that there was a change in the grading policy for the athletic hour that students enrolled in as part of the team sport that they participate in. The new policy is a pass/fail grade only.

December Employees of the Month

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning, presented the December list of employees who were honored in local buildings for their individual efforts. The following employees were selected for December.

<u>School</u>	<u>Teacher</u>	<u>Support</u>
BRHS	Michelle Alexander	Dallin Kestner
BRMS	Cathe Runyan	Meghan Thornley
ACHI	Jason Warner	Lindsey Manscill
BEHS	Kris Harding	Alicia Barr
BEMS	Rebekah Spencer	Denyehl Jones
ACYI	Jake Hanes	Melissia Cook
Sunrise	Leslie Fridal	Heidi Pugsley
Century	Heidi Johnson	Lori Nelson
Discovery	Heather Morrey	Mindy Anderson
Fielding	Lonni Tilley	Gale Brown
Garland	Suzy Lish	Brynn Bullinger
Golden Spike	Starla Johnson	Colby Andersen
Lake View	Jamie Pickering	Steven Simpson
McKinley	Chrissy Nelson	Monica Roberts
North Park	Bobbi Fessler	Hyrum Gilbert
Three Mile Creek	Rachel Post	Olivia Rose

Willard
Western

Sandy Warner
Hallie Kunzler

Shay Bair
McKenzie Richins

Policy Review

The following Policy was presented for review of changes from approved negotiations:

Policy 3126 Certificated: Sickness, Absences and Leaves

The following Policies were presented for first reading:

Policy 2005 Program Accounting

Policy 2060 Deducted Absences

Policy 3010 Employee Bullying and Hazing

Policy 5005 Safe Schools - Student Discipline/Behavior

Policy 5009 Admissions and Attendance: Kindergarten

Policy 5274 Participation in Sex-Designated Athletic Activities, Programs, and Events

Policy 5305 Student Use of Electronic Devices

Policy 5380 Notification Received from Juvenile Courts

Policy 6023 School Climate Surveys

Karen Cronin asked clarify questions on the definition of bullying in Policy 3010.

Karen Cronin asked about the purpose of Policy 5274. Keith Mecham responded that this policy is a result of new state law that governs participation of students in athletics by birth sex.

Karen Cronin requested that policy 5005 be changed to reference to the position of the responsible employee, not the specific name of the employee responsible for carrying out the policy.

Julie Taylor made a motion to approve the presented policies on first reading. Bryan Smith seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes

Bryan Smith – Yes

Tiffani Summers - Yes

Karen Cronin - Yes

Wade Hyde - Yes

Julie Taylor - Yes

The following Policies were presented for second reading:

Policy 1222 Naming of Facilities

Policy 2217 Transportation - Requests for Field Trips/Activity

Policy 3023 Educator Induction, Mentoring, and professional Learning

Policy 3098 Employee Surveys

Policy 3208 ESP: Fringe Benefits and Leave of Absence

Policy 4066 Curriculum: Religious Neutrality

Policy 4102 Grading: Grades K-7

Policy 4104 Grading: Packet Credit

Policy 4105 Sex Education

Policy 4107 Testing Procedures and Standards

Policy 4108 Testing Procedures and Standards - Exclusion from Testing

Policy 4115 Grading: Course Grade Replacement

Policy 4140 School Volunteers/Resource Persons

Policy 6000 Public Records Access and Management

Policy 6050 Community Use of School Facilities

Policy 6060 Conduct on School Premises

Karen Cronin noted her concern on Policy 1222 Naming of Facilities, "I feel like we should probably stay consistent with the other part of that policy and at least require 10% for the naming rights."

Bryan Smith made the motion to approve the above policies for second reading. Wade Hyde seconded the motion, which passed 5-1.

Stephanie DeFilippis – Yes

Bryan Smith – Yes

Tiffani Summers - Yes

Karen Cronin - No

Wade Hyde - Yes

Julie Taylor - Yes

Board Discussion Items

Review of Policies

1034 Board of Education Code of Conduct

1035 Board Member Ethics

1036 Conflict of Interest (and complete Conflict of Interest Form)

Reminder was given to Board Members to review these policies and to complete the Conflict of Interest form.

USBA Conference Report

Tiffani Summers shared that she found the breakout sessions informative and efficient.

Julie Taylor attended an AI breakout session. She suggested that we could use AI to help write Board policies that are easier to understand.

Karen Cronin shared that she attended a session put on by Jordan School District. She stated, "In the breakout about making sure that we're using the funds as best that we can and specifically with facilities, one of the things that Jordan School District brought up is that they have acquired an old Kmart or Walmart facility and how that helped them be able to put some of their Special Ed and different things like that and that it went over really well in the community because they were able to show that they are not always needing something new and shiny. That's something that we could probably look at, especially, since we still have Foothill school and maybe looking at reutilizing that for a different purpose.

"They have 240 portables and they said they didn't think that was necessarily a bad thing because some years some of their elementaries need them and the next year another elementary. Rather than building space in all of them because of the fluctuation in numbers, portables can help them."

Stephanie DeFilippis attended a session on re-energizing our stakeholders and communicating our core values.

Hotline Training Requirement

Superintendent Carlsen shared that the hotline training requirements have been shared with the Board via email. Board Members are responsible for completing the training that USBE has provided.

Consent Calendar

Karen Cronin moved to accept the consent items. The motion was seconded by Bryan Smith and passed on a unanimous vote.

Stephanie DeFilippis – Yes

Bryan Smith – Yes

Tiffani Summers - Yes

Karen Cronin - Yes

Wade Hyde - Yes

Julie Taylor - Yes

The Consent Calendar included the following items:

Approval of the minutes of the work session and regular meetings of December 10, 2025.

Approval of claims numbered 55932 – 55637, 2121025, 5121025, 8121925, 9120125, 9122025, 101577 – 101591, 1107302 – 1107386, 351 – 448, 16800636 – 16800638, 30403243 – 30403262, 30803880 – 30803891, 40403517 – 40403530, 40804902 – 40804910, 70415933 - 70416033, 70815884 – 70816125, 77800634 – 77800639 and the ACH and school activity checks for the month of December 2025.

Personnel Items

As detailed in the agenda.

Clubs

As detailed in the agenda

Elementary PE Budget

As Detailed in the agenda

LEA Specific Licenses

As detailed in the agenda

Suggestions for Future Board Meetings

Bryan Smith would like to discuss creating an AI framework and implementation in our District.

Closed Session to Discuss Sale or Lease of Real Property

Bryan Smith motioned to move into closed session. The motion was seconded by Karen Julie Taylor.

Stephanie DeFilippis – Yes

Bryan Smith – Yes

Tiffani Summers - Yes
Karen Cronin - Yes
Wade Hyde - Yes
Julie Taylor - Yes

Karen Cronin motioned to move out of closed session. The motion was seconded by Bryan Smith.

Stephanie DeFilippis – Yes
Bryan Smith – Yes
Tiffani Summers - Yes
Karen Cronin - Yes
Wade Hyde - Yes
Julie Taylor – Yes

Bryan Smith motioned to move into open session to approve board action items. The motion was seconded by Wade Hyde.

Stephanie DeFilippis – Yes
Bryan Smith – Yes
Tiffani Summers - Yes
Karen Cronin - Yes
Wade Hyde - Yes
Julie Taylor – Yes

Closed Session to Discuss Professional Competence of an Individual

Karen Cronin motioned to move into closed session to discuss the professional competence of an individual. Julie Taylor seconded the motion.

Stephanie DeFilippis – Yes
Bryan Smith – Yes
Tiffani Summers - Yes
Karen Cronin - Yes
Wade Hyde - Yes
Julie Taylor - Yes

Julie Taylor motioned to moved out of closed session. The motion was seconded by Bryan Smith.

Stephanie DeFilippis – Yes
Bryan Smith – Yes
Tiffani Summers - Yes
Karen Cronin - Yes
Wade Hyde - Yes
Julie Taylor - Yes

Adjournment

With the announcement that the next meeting will be held on Wednesday, January 14, 2026 at 6:30 p.m. at the Independent Life Skills Center, President Tiffani Summers adjourned the meeting at 11:53 p.m.

APPROVED: _____

ATTESTED: _____

School Business Administrator
Box Elder School District

President, Board of Education